

Onboarding & New Employee Frequently Asked Questions (FAQs)

Indiana State Personnel Department

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Onboarding FAQs

- » This section answers questions about Onboarding and Onboarding sites.

Onboarding: Who, What, When, Where?

- ▶ Who: All New State Employees
- ▶ What: The State Personnel Department has designed *Onboarding* to facilitate your transition into state employment and provide information on preparing for your first day of employment. You will find a ready list of resources from which you can draw assistance, as you become part of our high-performance work team.
- ▶ When: Refer to your offer letter to find out your Onboarding time and date.
- ▶ Where: Onboarding takes place at the Indiana Government Center (IGC)–South.
 - Indiana Government Center
402 West Washington St.
Indianapolis, IN 46204
 - All visitors to IGC must enter through the Public Entrance located at 302 W. Washington St. Please be prepared to go through security screening upon arrival.
 - Onboarding is located in West Wing of IGC–South. Turn left at the second set of doors after entering the public entrance. Continue into the West Wing past the information desk. Turn left at the escalators and continue towards Conference Rooms 14–32.

When should I arrive to Onboarding?

- ▶ Please arrive early to allow time for parking and checking in. Registration begins at 8:15am in the designated Onboarding location.

What will be covered during Onboarding? How long will it take?

IGC – South Onboarding

8:30 – 4:30 pm

- ▶ 8:15 – 8:30 Registration
- ▶ 8:30 – 9:00 Onboarding Overview / Workplace Safety / Gov. Welcome
- ▶ 9:00 – 9:30 Our Employee Culture
- ▶ 9:30 – 10:00 Employment Paperwork
- ▶ 10:00 – 10:30 State Policy / Performance Management Overview
- ▶ 10:30 – 10:45 Break
- ▶ 10:45 – 12:00 Statehouse Tour
- ▶ 12:00 – 1:00 Lunch
- ▶ 1:00 – 2:15 Benefits Overview
- ▶ 2:15 – 2:55 Hoosier START, CollegeChoice 529
- ▶ 2:55 – 3:05 Break
- ▶ 3:05 – 4:15 Preventing Sexual Harassment
- ▶ 4:15 – 4:25 Online Training Overview
- ▶ 4:25 – 4:30 Wrap Up and Evaluation

Where should I park for Onboarding at IGC? How much does this cost?

- ▶ You can find **free** parking at the IGC Missouri St. Parking Facility by bringing a copy of your **offer letter**. Parking is also available at the Senate Parking Facility. The visitor entrance is located on New York Street. See [map](#) for both garage locations.
 - Please Note: Your offer letter is your parking pass until you receive your state ID. The IGC Missouri St. Parking Facility accepts 'visitor' parking in garage #1 only.

Where do I park at the Indiana State Health Department?

- ▶ The Indiana State Health Department is located at:
 - Indiana State Department of Health
2 North Meridian Street
Indianapolis, IN 46204
(317) 233-1325
- ▶ You can park at the Missouri Street Parking Garage for free with your offer letter. Please go to Garage 1 where an attendant is on duty to sign in.
 - This will be your official parking location during your employment unless otherwise directed.

If I pay to park, can I be reimbursed?

- ▶ Unfortunately, we are unable to reimburse individuals for paid parking. Please use your offer letter to sign in to the visitor parking garage for free at the IGC Missouri Street Parking Facility.
 - Please Note: If you arrive before 8:15am, you will have no problems finding free parking in either the Missouri Street Parking Facility or the Senate Parking Facility.

Are the IGC and Statehouse accessible to people with disabilities, and whom should I contact for assistance?

- ▶ Yes, there is a public entrance located at 302 W. Washington St. accessible to people with disabilities.
 - Please Note: Please inform your Onboarding facilitator upon arrival if you are unable to climb stairs or walk long distances.

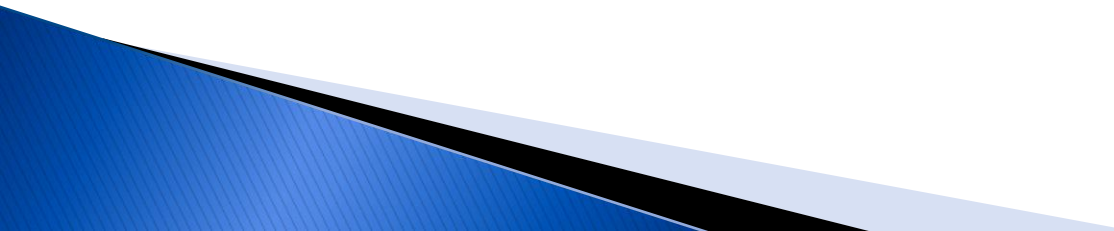
What do I need to bring with me on my first day?

- ▶ On your first day of work please bring the following forms:
 - New Employee Checklist
 - Emergency Contact Information
 - W-4 (Federal Tax Withholding)
 - Indiana State Withholding WH-4 Form
 - Employment Eligibility Verification (Form I-9)
 - Indiana Payroll Direct Deposit Form
- ▶ In addition please bring:
 - Appropriate Identification
 - Offer Letter
 - Social Security Card
 - Dependent/Beneficiary Information
 - Pen
 - Non-perishable lunch and/or money for lunch

What should I wear to Onboarding?

- ▶ Dress is business casual or as otherwise noted by your agency.
 - Please Note: The Statehouse tour will require you to walk and use stairs so please wear comfortable shoes.

What time is lunch? Where can I eat?

- ▶ A lunch break will be available between 12pm–1 pm.
 - ▶ The Indiana Government Center has two [cafeterias](#) located in the North and South basements.
 - ▶ There are also several restaurants located nearby. For a list and map to local restaurants [click here](#).
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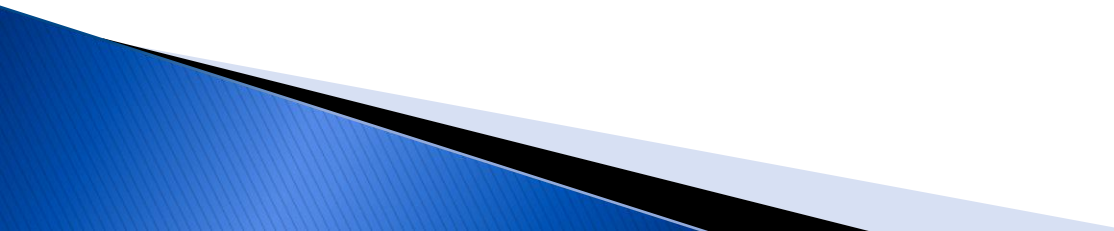
New Employee FAQs

- » This section answers general questions about state employment.

When will I receive my employee ID badge/parking pass?

- ▶ You will receive your employee ID badge within your 1st week of employment.
- ▶ Your employee ID badge will also serve as your parking pass.
 - Please Note: Your offer letter will serve as your parking pass until you receive your employee ID badge.

Where do I go on my second day of work?

- ▶ On your second day you should report to either your training facility or assigned workstation as instructed in your offer letter. For more information on where your workstation is located, contact your agency supervisor.
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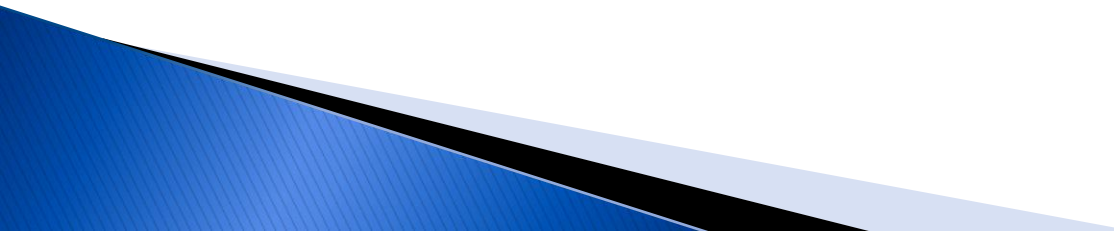
When do I get my first paycheck?

- ▶ You will receive your pay three Wednesdays from the start of the pay period in which you were hired.
 - For example: If you were hired during the pay period 6/12/11–6/25/11, your first paycheck will come 7/6/11.
 - Please see this [chart](#).

When do I start receiving my benefits?

- ▶ You will start receiving your benefits two weeks from the Sunday starting the pay period in which you were hired.
 - For example: If you were hired during the pay period 6/12/11–6/25/11, your benefits will become effective 7/10/11.
 - Please see this [chart](#).

Am I required to enroll in benefits?

- ▶ No, you are not required to enroll in benefits at the time of hire. If you choose not to enroll, your next opportunity to enroll will be during the annual open enrollment period. Open enrollment occurs every year and is usually held around November. During open enrollment, you are given the opportunity to make changes to your current elections, add or drop dependents and enroll in coverage. All changes made during open enrollment become effective on January 1 of the following year.
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When will I be eligible for FMLA?

- ▶ **To be eligible for family medical leave employees must have:**
 - Been employed in an agency under the executive authority of the governor for at least 12 months (consecutive or non-consecutive).
 - Have worked at least 1,250 hours in the 12-month period immediately preceding the need for family-medical leave.
 - Have not exhausted their allotment of family-medical leave in the applicable time period.
 - For more information please visit <http://www.in.gov/spd/2397.htm>

What is e-Verify?

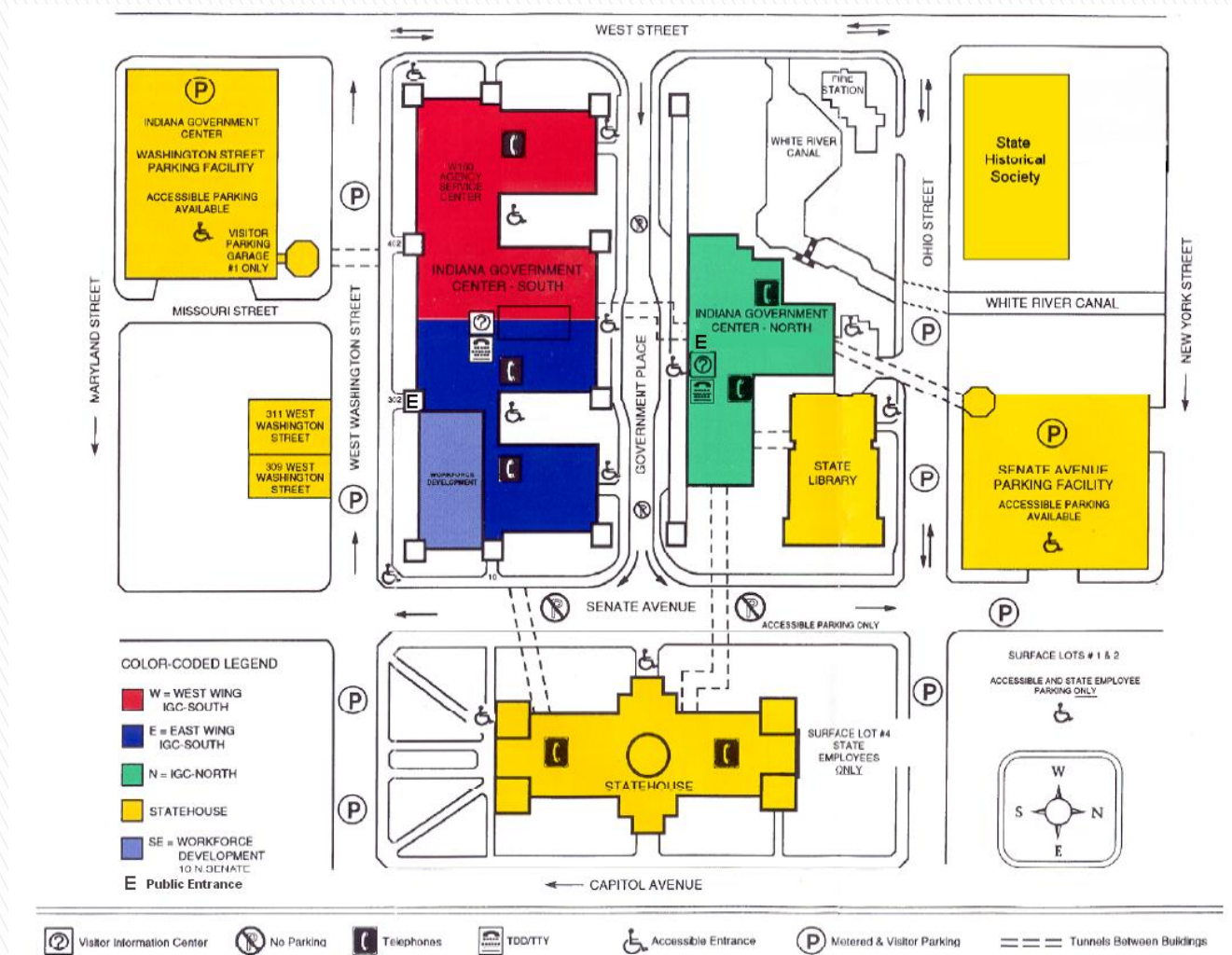
- ▶ E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. In order to determine whether Form I-9 documentation is valid, The State of Indiana uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.
 - If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

Who can I contact if I have more questions?

- ▶ Contact your agency supervisor or agency human resource department for any further questions concerning Onboarding, state employment, or benefits.
 - You can also find more information online at www.in.gov/spd.

Maps

- »» Indiana Government Center,
Statehouse, & Local
Restaurants



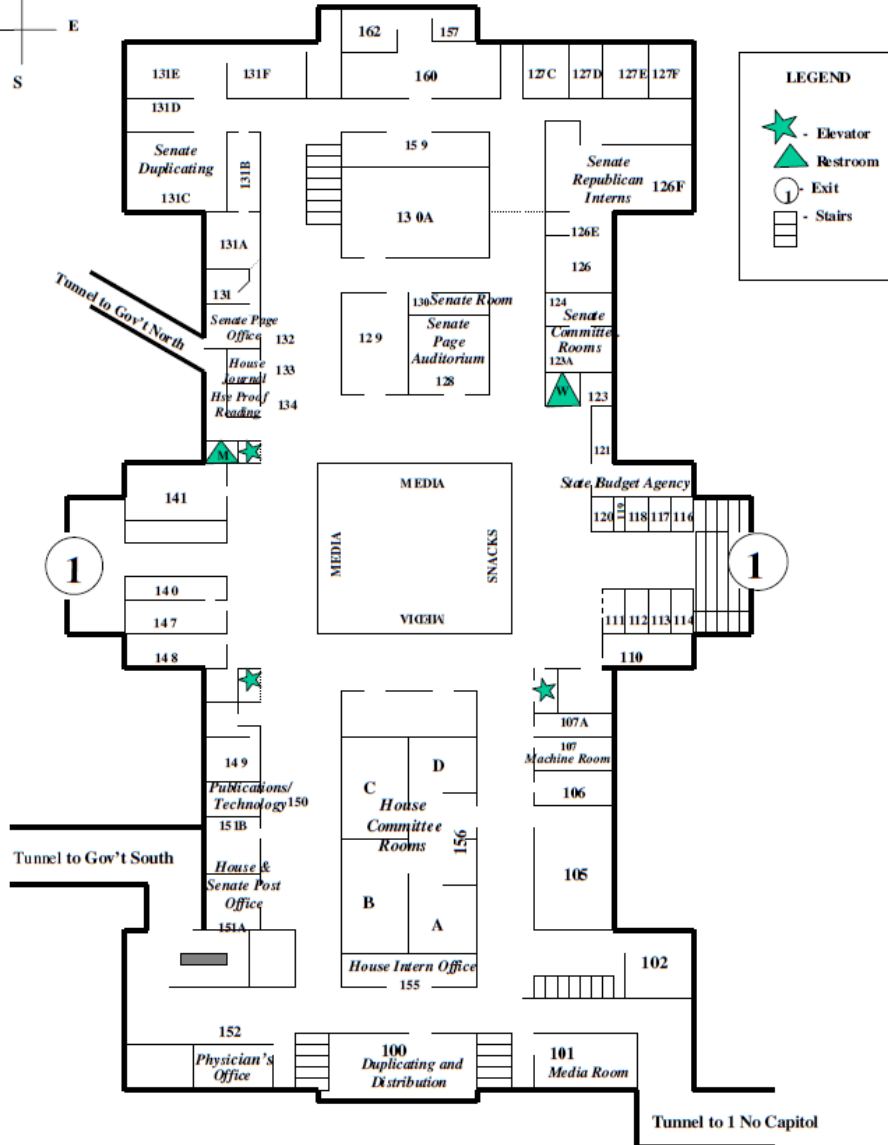
Indiana Government Center

Public Entrances, Tunnels, & Parking Garages



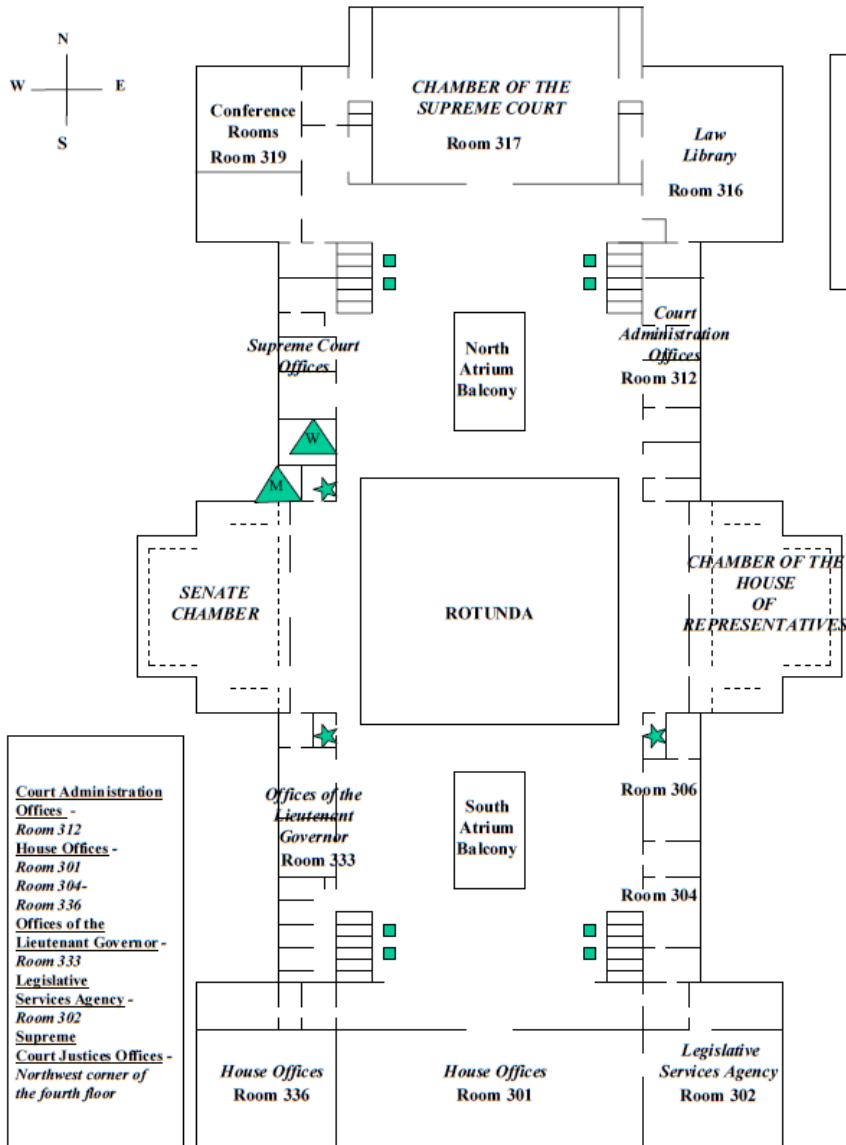
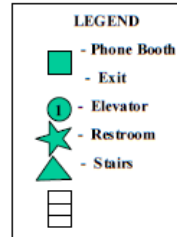
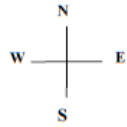
Main Level

INDIANA STATEHOUSE, LOWER LEVEL



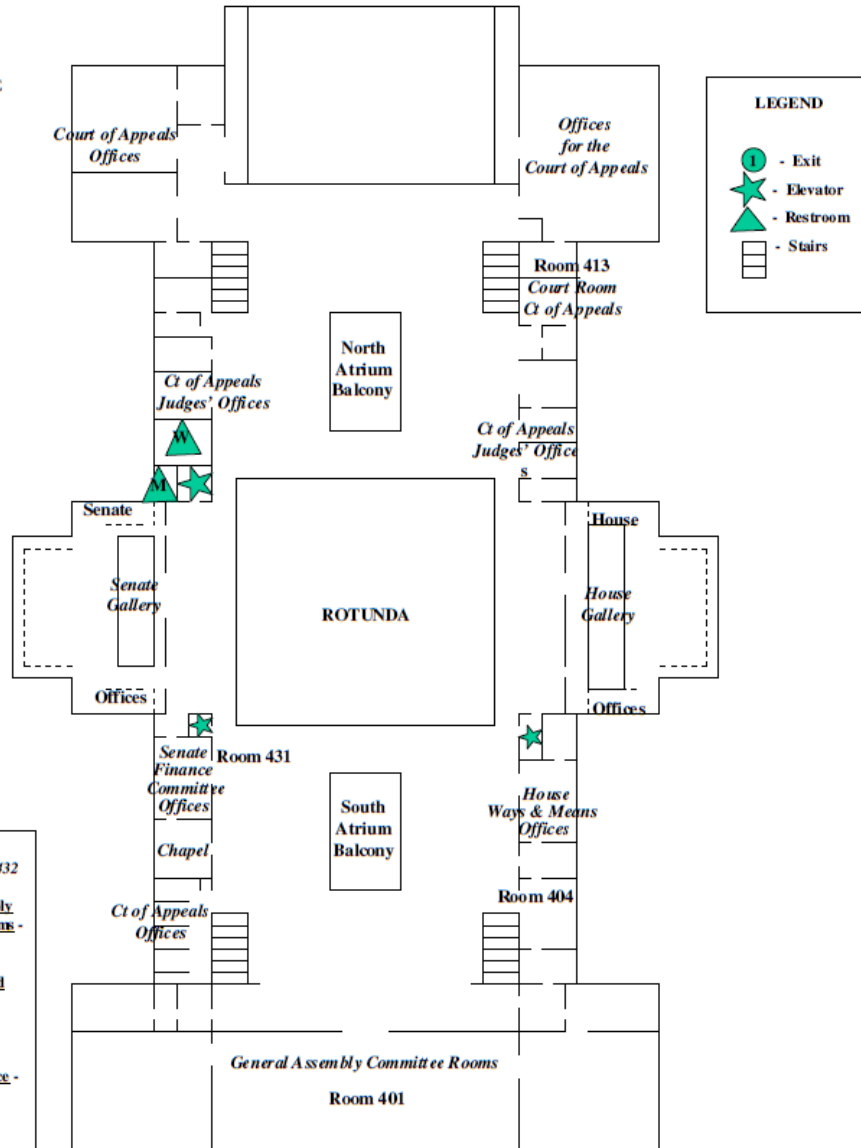
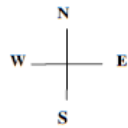
Statehouse
Lower Level

INDIANA STATEHOUSE, THIRD FLOOR



Statehouse
Third Floor

INDIANA STATEHOUSE, FOURTH FLOOR



Statehouse Fourth Floor

Local Restaurants

Penn Station

24 W. Washington St.
Indianapolis, IN 46204
(317) 634-7366

Sky City Cafe

Eiteljorg Museum of American Indians & Western Art
500 W. Washington St.
Indianapolis, IN 46204
(317) 636-9378

Canal Cafe & Terrace

Indiana State Museum
650 W. Washington St.
Indianapolis, IN 46204
(317) 232-1637

Circle Centre Food Court

Circle Centre
49 W. Maryland St.
Indianapolis, IN 46204
(317) 681-8000

Noodles & Co.

121 W. Maryland St.
Indianapolis, IN 46204
(317) 638-1300

Panera Bread

110 W. Washington St.
Indianapolis, IN 46204
(317) 822-8385

Subway Restaurant

305 W. Washington St.
Indianapolis, IN 46204
(317) 267-9960

Loughmiller's Pub & Eatery

301 West Washington Street
Indianapolis, IN 46225
(317) 638-7380

Patachou on the Park

225 West Washington Street
Indianapolis, IN 46204-3435
(317) 632-0765

Steak n' Shake

101 W Maryland St # 1
Indianapolis, IN 46225-1013
(317) 634-8703

Acapulco Joe's Mexican Foods

365 North Illinois Street
Indianapolis, IN 46204-1732
(317) 637-5160

Educated Sandwich

50 W Market St # 130
Indianapolis, IN 46204-2807
(317) 916-9484

